

**PURPOSE**

To outline the process and procedures for the Michigan Department of Health and Human Services (MDHHS) staff to use to purchase information technology (IT) commodities.

**DEFINITIONS****Information Technology Resource Acquisition-Commodities (ITRAC) System**

The electronic DTMB system used to request, approve, and track IT Purchases.

**IT Commodities**

Commonly purchased and specialty information technology hardware and software for employee use. Examples include: desktop computers; laptops; monitors; and scanners.

**IT Liaison**

An individual within a program administration designated to coordinate IT needs and submit IT requests.

**ITRAC Request**

Electronic DTMB form used to request various purchasing transactions.

**MDHHS Bureau of Organizational Services**

The bureau within Financial Operations Administration responsible for assuring that human resource outcomes for business operations are met. This includes oversight of all aspects of organizational operations such as technology inventory and employee onboarding.

**DTMB**

State of Michigan, Department of Technology, Management and Budget.

**DTMB IT Agency Services**

The portion of DTMB designated with responsibility for delivering IT systems and services for each state agency.

**DTMB Financial Services**

The portion of DTMB responsible for coordinating the IT procurement activities.

**POLICY**

The Michigan Department of Health and Human Services will use the following process to request IT commodities. The department will use ITRAC as the electronic tool to monitor the status of requests.

**PROCESS**

1. The MDHHS program office identifies an IT commodity need and obtains approval to make the purchase from program management.
2. The IT liaison for the program office confirms that appropriate programmatic approvals are in place and enters the ITRAC request.
3. The IT liaison submits the ITRAC request and selects the correct approval path depending on the dollar value as outlined in the table.

Dollar Value	Required Approvals
Less than \$5,000	<ul style="list-style-type: none"><li>• MDHHS Bureau of Organizational Services.</li><li>• DHHS Budget Analyst.</li></ul>
\$5,000 - \$250,000	<ul style="list-style-type: none"><li>• MDHHS Bureau of Organizational Services.</li><li>• HHS Budget Analyst.</li><li>• MDHHS Budget Section Manager.</li></ul>
Greater than \$250,000	<ul style="list-style-type: none"><li>• MDHHS Bureau of Organizational Services.</li><li>• DHHS Budget Analyst.</li><li>• MDHHS Budget Section Manager.</li><li>• MDHHS Budget Division/Bureau Director.</li></ul>

4. Upon submission of the ITRAC request by the IT Liaison, it routes to MDHHS Bureau of Organizational Services for review to determine if fulfilling the request is in accordance with

MDHHS policy, procedures, and standards. If the request is not approved, a denial alert will be sent to the IT liaison. If the request is approved, MDHHS inventories are checked to determine if the item is on hand and if possible, the request is fulfilled from inventory. If the item needs to be purchased, the request is approved and routed to the MDHHS Bureau of Budget for review.

5. The ITRAC request routes to MDHHS Bureau of Budget for confirmation that the purchase is within available funding levels and for confirmation/assignment of financial coding. If approved, the ITRAC request routes to the DTMB Agency and DMTB Financial Services for purchase. If denied, an alert is sent to the IT Liaison.

## FORMS

ITRAC Requests.

## CONTACT

For questions, contact MDHHS Bureau of Organizational Services at [MDHHS-Onboarding@michigan.gov](mailto:MDHHS-Onboarding@michigan.gov).